

Development (Planning) Application Checklist

Short-term Accommodation

This form is to help you prepare a development application for a Short-term Accommodation (e.g., Bed and Breakfast, Holiday House). Please provide as much detail as possible. Where additional space is required, please attach additional information, and reference the section that the information relates to.

It is recommended that you review the requirements of the *Short-term Accommodation Local Planning Policy* (STALPP) before preparing your application. Further information is available on the City's website, joondalup.wa.gov.au

For further information on planning requirements for Short-term Accommodation, please contact the City's Planning Services on 9400 4000 or email info@joondalup.wa.gov.au

About the business

Type of accommodation:

Bed and Breakfast (*Note: the owner/resident of the accommodation must reside on-site at all times whilst the Bed and Breakfast is in operation*)

Holiday House

Holiday Accommodation

Serviced Apartment

Refer to the [Short-term Accommodation Local Planning Policy](#) for definitions.

How many guests will be expected at any one time?

For Bed and Breakfast, what areas will be used for the bed and breakfast? (*please highlight the areas on the plans as well, including outdoor areas*)

Guest check-in and check-out and car parking

What time will guests check-in and check-out?

Check-in:	
Check-out:	

Where will guests park? *(please highlight the areas on the plans as well)*

Note: The STALPP requires car parking be provided in accordance with the below:

- *Bed and Breakfast: One bay per guest bedroom (in addition to car parking for permanent residents).*
- *Holiday House, Holiday Accommodation or Serviced Apartment: A minimum of 2 bays for single house or grouped dwellings.*

For Residential properties, car parking must be provided on-site and not in the verge. Parking must not detract from the residential appearance of the dwelling.

Waste Management

Will existing bin services be used?

Yes

No

If additional bin services are required, please outline these and how waste will be managed.

How will you ensure guests are aware of general rubbish and bin collection requirements?

Dwelling modifications

Will the Short-term Accommodation require any modifications to existing buildings?

Yes

No

If yes, please outline the modifications that will be required:

Anti-social behaviour and complaints management

Outline the steps you will take to manage complaints: *(Note: this must include providing adjoining neighbours the contact telephone number for the short-term accommodation owners/managing agents)*

Outline how you will control anti-social behaviour and potential conflict between guests and permanent residents of the area, detailing expected behaviour of guests and control of noise:

Justification

Outline how and why the accommodation will be compatible with the adjoining area and meets the objectives of the STALPP to encourage good quality, well managed short-term accommodation for use by visitors that does not compromise the amenity of residential areas or nearby residents.

Strata properties (grouped dwellings and apartments)

For strata properties, please provide a Statement of Compliance confirming that the accommodation complies with Strata By-Laws (if applicable) (*Note: prior to submitting, applicants are encouraged to seek clarification on whether the operation of short-term accommodation is compliant with regulations governing ownership of the property i.e., provisions of the Strata Titles Act 1985 and associated by-laws*).

Bushfire prone areas

If your Bed and Breakfast or Holiday House is in a bushfire prone area, an [Emergency Evacuation Plan](#) is required to be completed.

A bushfire prone area is an area identified as being at risk of bushfire as designated by the State Government. Bushfire Prone Areas are identified on the City's [Online Maps](#).

Acknowledgement

I acknowledge that my Short-term Accommodation will include:

- A guest register showing the name and address of every guest and date of arrival and departure. The guest register will be kept at the accommodation and shall be open to inspection on demand by an authorised City Officer.

Signed:

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Information to be submitted – Checklist

Documentation	Required Information	Provided	
		Yes	N/A
Checklist	This completed form will need to be submitted as part of your development (planning) application for the Short-term Accommodation confirming their application is complete.		
Site Plan	Site Plan to show the following: <ul style="list-style-type: none"> • Location where guests will park (within the property boundaries). For Bed and Breakfast, this is in addition to any parking required for residents. • For Bed and Breakfast, any outdoor areas that will be used by guests. 		
Floor Plan	Floor plan of the dwelling showing the areas inside that will be used for guests.		
Code of Conduct	A code of conduct detailing the expected behaviour of guests. This code of conduct will need to be displayed in a prominent position within the premises.		
Application Forms	Application for Development Approval Form		
	MRS Form 1		
Fees	Development application fee in accordance with the City's Fees and Charges. <i>Note: if the application is submitted online, the City will send an invoice to the applicant providing payment details.</i>		

Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service, available at joondalup.wa.gov.au
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

All information outlined in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form).

Assessment process for your development (planning) application

Once an application has been accepted and acknowledged, the planning team will assess your application taking into consideration the relevant planning requirements, including the *Short-term Accommodation Local Planning Policy*.

The assessment process will include community consultation. This involves the City writing to your surrounding neighbours and putting a notice on the City's website, inviting people to make a submission. The consultation period is 14 days (longer if occurring over the Christmas or Easter period).

Should further information be required, or amendments needed, the planning team will liaise with you to work through the information required or to resolve any issues.

Following consultation and resolution of any issues, the City will make a decision on your application. Short-term accommodation applications are normally determined by City officers under delegated authority. Should this not

be the case, the planning team will let you know the process and timeframes.

Timeframes

There is a statutory timeframe of 90 days for processing applications. To assist in helping us process your application as quickly as possible it is important that all information is provided at the time of lodgement and any requests for information or amendments are responded to promptly.

Environmental Health and Building Permit requirements

In addition to development (planning) approval you may also require other permits or approvals from the City.

Short-term accommodation applications that include food preparation, are required to register with the City and meet certain standards. An Environmental Health Officer may be contacted on **9400 4933** or info@joondalup.wa.gov.au should you require further information.

A Building Permit application may also be required if there is a change in building classification or modification to existing dwellings. To confirm if a building permit is required, please place your request in writing to the City's Building Services, outlining what is proposed via email info@joondalup.wa.gov.au

Further information

For further information on planning requirements and the process, contact Planning Services on **9400 4000**, visit joondalup.wa.gov.au, email info@joondalup.wa.gov.au, or visit the Customer Care desk during office hours **Monday – Friday, 8.30am-5.00pm**.